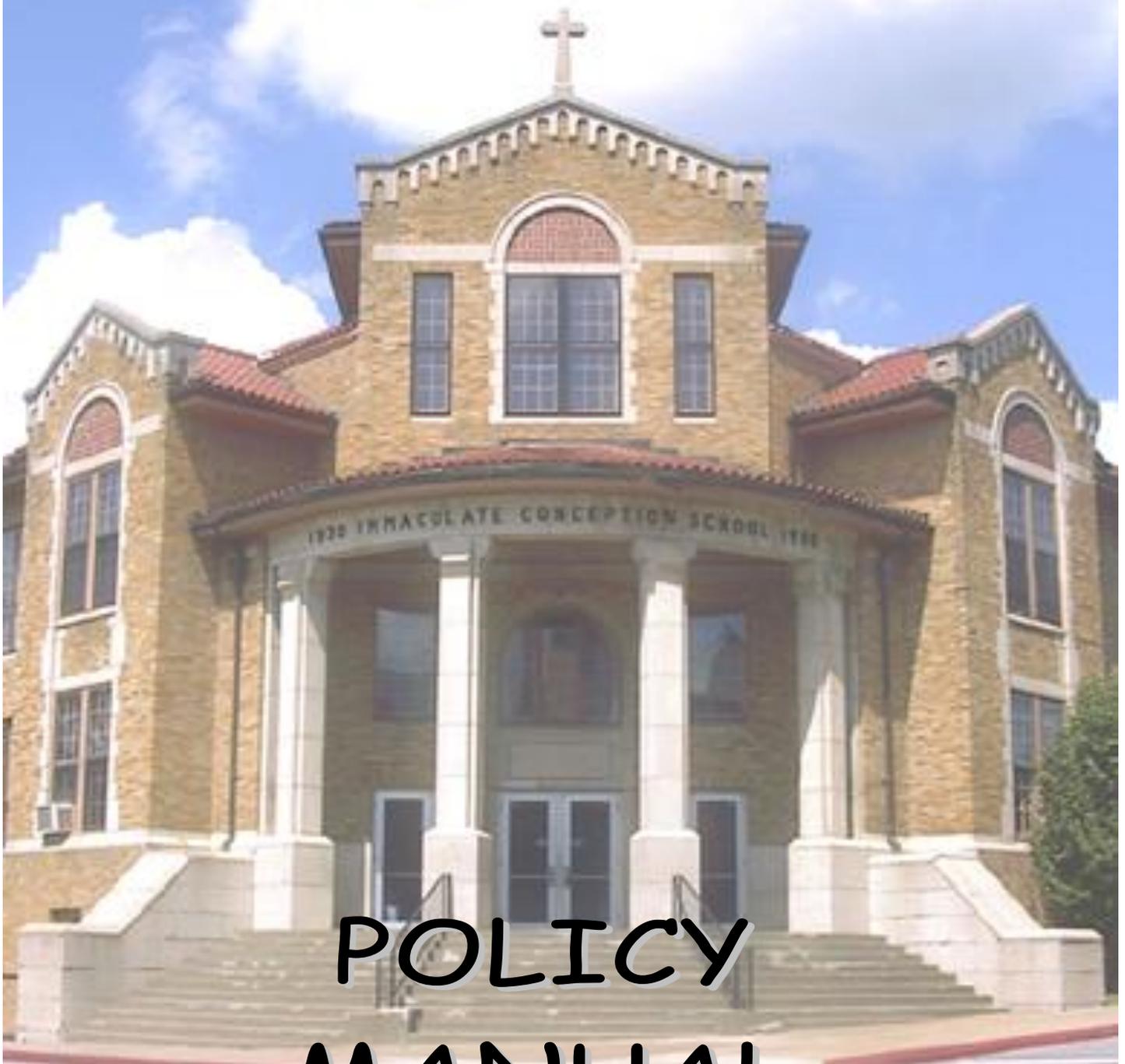


*Immaculate Conception
Catholic School*



**POLICY
MANUAL**

IMMACULATE CONCEPTION SCHOOL
POLICY MANUAL
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In this Policy Manual, an asterisk (*) preceding a paragraph indicates Diocesan Policy.

POLICY MANUAL

IMMACULATE CONCEPTION SCHOOL

223 South 14th Street
Fort Smith, Arkansas 72901
Telephone: (479) 783-6798
FAX: (479) 783-0510
Web address: www.icschoolfs.org

WELCOME

As a new school year begins, the Immaculate Conception School Board would like to welcome each student and family to Immaculate Conception Catholic School. Your choice of Immaculate Conception as your school will provide the environment needed to nurture the educational and religious growth of your child. We hope your years at I.C. will involve your entire family through your time, talents, and treasures!

HISTORY OF THE SCHOOL

Immaculate Conception School is located at 223 South 14th Street. It encompasses grades K-6. The grade school building was opened in 1930 under the guidance of Monsignor Patrick F. Horan, housing grades K-8. In 1973, when St. Anne's High School closed, the parish made the decision to add the ninth grade to its program, thereby adding a junior high, which remained a part of the parish school until June of 1986 when Trinity Junior High opened. In August 2007, a three and four year old preschool program began in the building located at 300 Lexington Avenue. From 1930 to 2014, the Sisters of Mercy formed a part of our faculty. Under the protection of the Blessed Virgin Mary in whose name our school is dedicated, we pray that our efforts to educate and love the young people who come to us may be blessed

MISSION STATEMENT

Immaculate Conception Catholic School, following the example of the Blessed Virgin Mary, develops the whole child, instills Gospel values, inspires a love of learning, and promotes academic excellence in a diverse nurturing community.

STATEMENT OF PHILOSOPHY

WE BELIEVE that each child is a person of worth with a personal dignity and a heavenly calling since each child is so loved by God that He sent His Son to save each one. To safeguard this dignity requires the education of the whole person - spiritually, mentally, socially, and physically.

WE BELIEVE that the hallmark of quality education is learning and the appreciation of learning. Therefore, the teachers and the administrators of the Immaculate Conception Catholic School, in partnership with the parents, pledge themselves to achieve and maintain professional and personal excellence in order to share knowledge, develop useful skills, teach Catholic doctrine, and instill a high Christian value system that reflects Christ-like attitudes.

With its wide scope of academic subjects, church and community service projects, liturgical celebrations, organizations, and athletic activities, Immaculate Conception Catholic School seeks to develop in each student a love for God, a respect for all God's creation, and a thirst for knowledge that will prepare him/her to be the Christian citizen of tomorrow

GOALS AND OBJECTIVES

- I. To teach as Jesus taught
 - ❖ By use of Scripture and Church tradition,
 - ❖ By modeling and training students in the practices of self-discipline skills to reflect Christian values,
 - ❖ By cultivating respect and a sense of responsibility for their own lives and for God’s creation worldwide, and
 - ❖ By providing opportunities for each student to develop spiritually, academically, socially, and physically according to his/her God-given abilities.
- II. To pray as Jesus prayed
 - ❖ Through participation in sacramental celebrations,
 - ❖ Through classroom and school community prayer,
 - ❖ Through appropriate seasonal devotions, and
 - ❖ Through the opportunity to practice personal devotions, private prayer time, and the Sacrament of Reconciliation.
- III. To serve as Jesus served
 - ❖ By providing school programs addressed to specific, individual student needs,
 - ❖ Through the practice of compassion and support of family and each other,
 - ❖ Through involvement in school and parish outreach programs,
 - ❖ By responding as a school family to immediate community needs, and
 - ❖ By accepting and practicing responsibility to correspond to the benefits and rights we receive as stewards of God’s creation and American citizens through school and classroom programs and activities.

NATIONAL BLUE RIBBON SCHOOL

I.C. received the 2013 National Blue Ribbon School award. This award recognizes outstanding public and private schools from all 50 states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands, as well as Bureau of Indian Affairs, and Department of Defense Schools.

Each school must demonstrate a strong and sustained commitment to educational excellence for all students. It is based on student focus and support, school organization and culture, challenging standards and curriculum, active teaching and learning, professional community, leadership and educational vitality, school/family/community partnerships, and indicators of success.

The National Blue Ribbon Award is the most prestigious Honor an American school can achieve. I.C. was the first Catholic school in Arkansas and the first elementary school in Fort Smith to receive this recognition.

LEADER IN ME

I.C. is one of over 1,100 “Leader In Me” schools worldwide. “Leader In Me” is an innovative school-wide model founded on the core belief that every child can be a leader in their own life, has unique talents and can make a positive difference in the world.

LIM uses the 7 Habits of Highly Effective People by Dr. Stephen Covey, tailored to children and teachers in an educational setting. It integrates leadership principles and the 7 Habits into the school’s curriculum and culture. It is a practical application of Catholic-Christian teachings and Gospel values as used in everyday life. This program is not about future CEO’s, but inspiring children to be leaders of their own lives.

ACCREDITATION

The Arkansas Nonpublic School Accrediting Association (ANSAA) accredits Immaculate Conception School. By meeting the standards of this association, Immaculate Conception School pledges itself to provide its students with the best possible learning environment. Immaculate Conception School's accreditation is valid from August 2013 through July 2020.

DIOCESAN POLICIES

Diocesan policies are indicated in this manual by an *. The Diocesan policy manual can be found at www.dolr.org/schools/policy-manual. Immaculate Conception School follows all diocesan policies that may have been omitted from this document.

ADMINISTRATION

Immaculate Conception School is a part of the Diocese of Little Rock. The bishop is the chief teacher and is responsible for the policies and practices of all Catholic schools within his diocese. The pastor of Immaculate Conception Parish, Father John Antony, is the head of the parish and as such is the person who enacts all school policy. The pastor, as spiritual leader of the parish, shares his vision of religious education with the principal and the faculty of the school. The pastor supports and cooperates with the principal in the general administration of the school.

The principal, Mrs. Sharon Blentlinger, is charged with the main task of keeping the school Catholic. The principal cooperates with the pastor in the administration of the school according to diocesan guidelines. The principal is the educational leader of the school and as such determines the needed staff and hires the same after appropriate consultation. The principal is the director of the curriculum and makes the class assignments according to the qualifications of the teacher and the needs of the school. The principal administers and is accountable for the receipts and disbursements of all internal funds such as books, fees, supplies, etc. Administrative decisions are the responsibility of the principal.

ADMINISTRATIVE RIGHT TO AMEND POLICY MANUAL

The administration of Immaculate Conception Catholic School retains the right to amend the policy manual for just cause and parents will be given prompt notification if changes are made.

ADMISSIONS

Immaculate Conception School will admit students of any race, color, handicap, and national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to its students.

SCHOOL ADMISSIONS

I. **Elementary School Admission Criteria**

A. First Priority

First priority is given to:

- registered Catholics in relation to length of time in Immaculate Conception parish,
- siblings already in attendance,
- contribution of time and talent to Immaculate Conception parish and school, and
- frequency of contribution of treasure to Immaculate Conception parish.

B. Second Priority

Second priority is given to out-of-parish Catholics with siblings already in attendance.

C. Third Priority

Third priority is given to out-of-parish Catholics.

D. Fourth Priority

Fourth priority is given to non-Catholics in relation to siblings already enrolled, contribution of time, talent, and treasure to school community.

The school board reserves the right to make exceptions to the above criteria as deemed appropriate.

Registration for current students in all grades will occur first, then letters of acceptance will be sent at a later date to any new students.

II. **Entrance Age**

According to diocesan regulations and Arkansas state law, no child will be admitted to kindergarten unless he/she has attained the age of five (5) years on or before September 1st of such school year. No child will be admitted to first grade unless he/she has attained the age of six (6) years on or before September 1 of such school year. Documentation of the state required immunizations, a state certified birth certificate, and social security card are to be presented at the time of registration for all beginning pupils and transfer pupils.

A **baptismal certificate** must be presented at the time of registration if the child is Catholic.

III. **Voluntary Withdrawal:** Families who voluntarily withdraw their child from Immaculate Conception School during the school year jeopardize re-admittance at a later time.

IV. **Special Circumstances:** The education of a student is a partnership between the parents and the school. Just as the parents have the right to withdraw a child, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

REGISTRATION

Registration for the upcoming school year is held the preceding spring. Dates are published in the Immaculate Conception Church bulletin, school website, and other publications. A non-refundable registration fee of \$125.00 for each student is required.

*NON-DISCRIMINATION POLICY

The Catholic schools in the Diocese of Little Rock admit students of any race, color, national and ethnic origin to all the rights privileges, programs, and activities generally accorded or made available to students at the school. The Catholic schools in the Diocese of Little Rock do not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

While the school does not discriminate against students with special needs, a full range of services may not be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic, and physical abilities, and the resources available to the school in meeting the student's needs. . (4.01)

CURRICULUM

The curriculum of Immaculate Conception School corresponds to its philosophy with emphasis on the personal worth of each child, and awareness that each child has the potential to become a successful person.

KINDERGARTEN

An all-day kindergarten program is structured so that each child will spend a portion of the day in an academic readiness program and the remainder in an enrichment program with a kindergarten teacher trained in early childhood education.

The academic readiness program includes both structured and free choice activities, and provides learning experiences in the areas of religion, math, science, social studies, language development, alphabet recognition, and phonics.

The enrichment program includes Spanish, library, technology, music, art, physical education, and field trip excursions. Balance is maintained between structured and free choice times, active and quiet activities, and creative expression. Recesses and snacks are included in the daily schedule.

GRADES 1-6

At each grade level the following subjects are taught: religion, mathematics, science, social studies, art, language arts (spelling, reading, English, penmanship, writing), music, physical education, Spanish, library skills and technology. State and diocesan approved textbooks are adopted for appropriate subject areas.

The fifth and sixth grades are departmentalized with different teachers responsible for English, science, social studies, and mathematics.

All students are required to participate in all areas of the curriculum. If a child is unable to do so, (for example in P.E.), a doctor's note must be given to the teacher.

Students in grades 4-6 may be placed in the academic enrichment program, ALPHA. These classes are for students identified as academically talented. Students may be nominated by parents or teachers, after which they complete a battery of tests. The identification committee places students dependent on test scores.

TECHNOLOGY

The computer lab has 28 workstations for use by students and teachers. Each homeroom has lab time scheduled during the week. Students receive instruction on the use of the computer, Chromebooks/Kindles, and multiple software applications. Technology is integrated throughout the school curriculum. Instruction and activities are under the direction of the technology coordinator and the classroom teacher. CIPA (Children's Internet Protection Act) compliant web-filtering/blocking software protects Immaculate Conception students using the internet connection.

Classrooms contains 4-5 networked computers, a SMART board, and other technological tools. Computers are used by teachers and students for Accelerated Reader, research, project productions, skill reinforcement, record keeping, etc. Computers are internet accessible. The school's website can be accessed at www.icschoolfs.org. Every student in K-1 has access to a Kindle Fire, and each student in grade 2-6 has a Chromebook. I.C. School is a 1:1 device school.

Staff members, students, and parents are required to annually sign an Acceptable Use Policy. The school administration reserves the right to monitor internet usage and emails of students and staff. (4.22)

ACCEPTABLE USE POLICY: Use of Computers and Telecommunications
for Faculty, Staff, and Students

Access to Electronic Mail and the Internet will enable teachers and students to explore libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Our intent is to make Internet access available to further educational goals and objectives and limit opportunities to access objectionable materials. We believe that the benefits to our school community from access to the Internet, in the form of information, resources and opportunities for collaboration exceed any disadvantages.

Where personal **outside** use of technology threatens a likelihood of substantial disruption in school, harming or interfering with the rights of other students or staff to participate fully in school or extracurricular activities, these activities may be viewed as a violation of the Acceptable Use Policy and are subject to disciplinary measures.

To that end, Immaculate Conception School has set the following standards for using on-line information sources.

- 1) Users are responsible for good behavior on school computer networks, just as they are in the classroom. The network is provided for users to conduct research and communicate with others. Communications on the network are often public in nature. Users are expected to demonstrate the same level of ethical and courteous behavior as is required in face-to-face or written communication. Access to network services is given to users who agree to act in a responsible manner. Parent permission for student use is required, and access is a privilege – not a right.
- 2) Network administrators review files and communications to maintain system integrity and ensure that users are employing the system responsibly. Network storage areas are monitored regularly. Users should understand that files stored on school servers are not private.
- 3) Access to information is honored within reason. During school hours, teachers guide students toward appropriate materials and supervise all computer and internet use. Families bear the same responsibility as when guiding their children with information sources i.e., books, periodicals, telephones, movies, radio, and other potentially offensive media.
- 4) The following are not permitted:
 - Installing any type of software (including games)
 - Sending, displaying, or downloading offensive messages or pictures; using obscene language, harassing, insulting, or threatening others.
 - Damaging of computer systems or computer networks; this includes any attempt to harm or destroy data, the network/Internet, or any networks or sites connected to the network/Internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
 - Violating copyright laws
 - Participating in chat rooms, online journals, and other sites that are not for educational use or may present a danger to the user.
 - Submitting documents from the Internet as one's own work; using someone else's sign-on and/or password; trespassing in someone else's folder, work, or files; sending anonymous or forged messages.
 - Intentionally wasting limited resources
 - Using the network for commercial purposes; the sending of unsolicited junk mail or chain letters is prohibited.
 - Creating hidden directories
 - Accessing another person's e-mail without authorization or using another's name, e-mail, or computer address to send communications
 - Creating, propagating and/or using computer viruses
- 5) **Social Networking (whether on or off campus): students and staff will not post or transmit names, photographs, or any other information about Immaculate Conception School, other students, or faculty and administrators on any website, newsgroup, instant messenger, email, or smart phone that is derogatory, obscene, pornographic, or otherwise deemed inappropriate by school administration.**
- 6) Violations will result in the suspension or loss of the privileges, and may also include disciplinary, legal, and/or monetary consequences.
- 7) *The administration and faculty of Immaculate Conception consider the ethical and moral issues surrounding Internet use an important component of technology education. Care is taken to relate our Catholic Christian beliefs and philosophy to all areas of the students' education, in this case, particularly in connection to responsible use of technological resources.*
- 8) *The school has the right to monitor both student and employee use of school computers and computer accessed content. Due to the evolving nature of Technology, the administration of Immaculate Conception School reserves the right to amend or add to this policy at any time.*

SPECIAL NEEDS/LEARNING LAB

Immaculate Conception School desires to meet the academic needs of all children. Children with special needs as determined by psychological and/or medical evaluations will be accepted on a probationary basis to allow the school staff and parents sufficient time to determine whether Immaculate Conception School can make reasonable accommodations to meet the needs of the child before final acceptance.

A certified teacher with a Master's degree in Special Education-Mildly Handicapped staffs the Learning Lab. This program serves students, K-6, who qualify as learning disabled, and whose academic needs are best met in a pullout program. The Learning Lab teacher also assists the classroom teachers in making modifications for learning disabled students in a regular classroom setting.

LIBRARY

The library has books and videos for assigned study and recreational reading and is open throughout the school day. Each class, grades 1-6, is assigned two library periods each week. One period is used for library and reference skills instruction and the other period for checking out reading materials. Fines are charged for overdue materials at a rate of five cents per day. Students must pay for lost materials.

COUNSELING AND GUIDANCE PROGRAM

Every teacher is concerned with helping students meet their personal, emotional, educational, religious, and vocational needs.

Our guidance program includes the following services:

1. Orientation program
2. Records: Individual inventory of physical and mental growth
3. Testing: Kindergarten Pre- and Post- Readiness Test
Standardized achievement tests for grades 1-6
4. Parent/Teacher conferences arranged as the parent or teacher deems necessary
5. The classroom teacher is responsible for informal guidance in the classroom, on the playground, etc.

CONFIDENTIALITY

The principal, teachers, and the counselor will keep confidential information entrusted to them by students and parents so long as no one's life, health, or safety is at stake. Other staff members are required to consult with the principal. Parents will be promptly notified of concerns.

LITURGY

Mass is celebrated by students and teachers once each week, usually on Fridays at 10:00 a.m. Students participate as altar servers, lectors, commentators, gift bearers, ushers, and participants in the school choir. Mass may be attended on days other than Friday in the event of special feast days or at the discretion of the parish priests. Parents, family members, and parishioners are invited to attend school Masses.

The Divine Mercy devotion is said by students and teachers each Friday at 3:00 p.m. Parents, family members, and parishioners are invited to attend.

The Liturgy of the Word or other paraliturgical services are held in the auditorium when inclement weather threatens.

The Rite of Reconciliation is held at least twice during the school year during the liturgical seasons of Advent and Lent. Other opportunities for Reconciliation may be offered.

On special days, paraliturgical services are held in the classroom or the church. During the Lenten season, the children attend weekly Stations of the Cross services. At Christmas the children are involved in a special Christmas Mass. During the months of October and May special devotions honoring the Blessed Mother are conducted.

*SACRAMENTAL PREPARATION

Second grade Catholic students celebrate the Sacrament of Reconciliation in the winter and the Sacrament of Eucharist in the spring. The Diocese of Little Rock requires family participation in the preparation for each of these sacraments. (6.06)

A retreat for students receiving First Communion is held a few weeks prior to the reception of the Sacrament. Parents and children are required to attend.

*ELEMENTARY SCHOOL GRADUATION

Sixth grade graduation exercises will be held in a simple and dignified manner in the church. The use of rings or caps and gowns is not in keeping with the simplicity required for graduation. (4.14)

RECOMMENDED HOME-STUDY TIMES

Grade 2	30 minutes
Grade 3	45 minutes
Grades 4-6	One hour

Home study times vary according to the needs of the individual child.

HOME ASSIGNMENTS

Home assignments, whether written or study work, are an important part of each student's educational program. One of the most important objectives of education is to teach the student how to study. Parents can do much to help their child attain this objective by:

- providing an atmosphere conducive to study
- scheduling a definite time for study
- showing an interest in the child's work
- realizing that homework does not solely consist of written work, but that both written and study work are important
- expecting the child to have his/her assignments for homework written down
- checking with the teacher if the student repeatedly says he/she has no homework

RENWEB

RenWeb is a service provided to parents and students at I.C. School. Each family and student is given an account which provides access to school news and dates of events. In addition, each teacher will post daily assignments and bi-weekly grade reports. The URL for RenWeb is www.renweb.com.

INCOMPLETE ASSIGNMENTS (GRADES 3-6)

- Any part of an assignment that is not complete will be marked wrong and a grade will be assigned accordingly.
- An assignment that is missing or not done will receive a grade of "0."

*REPORT CARDS

Report cards are distributed at the end of each nine-week period for parents and child to review. Any request for grade changes must be made in writing to the teacher within one week of the receipt of the grade. Grades for students in grades 1-6 are updated bi-weekly in academic areas and are posted to family/student accounts on RenWeb, www.renweb.com. (4.12.4)

Each four and one-half weeks, progress reports will be printed and sent home to the parents of students whose work is unsatisfactory or whose conduct is unacceptable.

*GRADING

Kindergarten students receive report cards at the end of each grading period. The following evaluation shall be used:

- + Positive progress
- NG Needs Guidance
- Not Introduced

In grades 1-6 the following interpretations are used:

A	92-100	A-	90-91		Superior Achievement
B+	88-89	B	82-87	B-	80-81 Above average
C+	78-79	C	72-77	C-	70-71 Average
D+	68-69	D	62-67	D-	60-61 Passing
F	Anything below 60%				Failure

In selected subjects, the following grades are used:

O - Outstanding S - Satisfactory N - Needs Improvement

Uniformity of grading is maintained throughout the school, i.e., similar quality of work receives approximately the same mark from all teachers. Academic marks are based on academic achievement only. When failure seems unavoidable, parents will be notified IN ADVANCE.

Report cards for the second quarter require the signature of a parent before being returned to the teacher. Parents should be aware of the times when report cards are distributed. The school calendar at the back of this manual lists the end of each quarter; report cards are distributed within a week of this date. (2.06.1)

STUDENT RECORDS

Parents, guardians, and/or students have the right to view contents of student records providing a request is made in writing to the principal and giving 24 hours notice.

The following documents may be found in student folders: enrollment application, birth certificate, baptismal certificate (if Catholic), academic transcripts, academic testing, and health records. Only the contents of the official file will be forwarded upon request to a new school.

*PARENT/TEACHER CONFERENCES

Scheduled Parent/Teacher conferences are held at the end of the first and third quarters. Parents are required to come to school at these times to meet with the teachers and to receive report cards. Parent/Teacher conferences are held at other times during the year at the request of the parent or the teacher through a meeting at the school, a telephone conference, or a home visit. Conferences between parents and teachers are highly encouraged as they are the key to good communication between home and school.

Appointments with the principal may be made during or after school hours. Please call the school office or email a request for an appointment in order to ensure that the principal can be available. (2.06.4)

*PROMOTION

A student is promoted each year on the recommendation of the teacher and the principal. When making an evaluation of the student's academic progress, the teacher will consider the social, emotional, physical, and moral development of the student, which at times should be given preference over academic performance.

Promotion will be based on a computed grade point of 0.8 in each subject. Two subject failures (other than failure in Fine Arts or Health and Physical Education) constitute a grade failure unless they are made up during summer classes approved by the principal. Proof of attendance at summer school and passing marks will be presented to the principal before the child is permitted promotion. In the event a student is promoted over the advice of the teacher and principal, parents will be required to sign a statement acknowledging that the promotion is contrary to the professional advice of the staff. (4.12.7)

DISCIPLINE

One of the assets of a Catholic education is the opportunity for students to learn the value and practice of self-discipline. The meaning of self-discipline is: a person's ability to wait, think, and delay personal gratification for the good of the individual, other persons, or a group.

In contrast to self-discipline, discipline is defined as the direct control of behavior by persons in authority through consequences and/or rewards. Discipline is imposed when a student chooses not to be self-disciplined. The purpose of discipline is to develop personal responsibility, to communicate rules and regulations, to teach courtesy and respect for self and others, to establish order, and to instill in students self-discipline.

Reasons for rules should be clearly understood by adults and students. Rules are designed to uphold the purpose and mission of the school, to ensure the safety of each person, and to build an environment where learning occurs.

A student is an Immaculate Conception School student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials.

Conduct not tolerated that may lead to immediate and serious consequences:

- Any disorderly conduct or destruction of property (Students will pay for any damage to school or parish property.)
- Disrespect to or abuse of school staff or students (including use of abusive or vulgar language)
- Possession of firearms or other weapons
- Theft
- Bullying
- Cyberbullying
- Possession of or use of drugs, alcohol, or tobacco
- Cheating
- Fighting, violence, or physical abuse
- Other conduct deemed inappropriate by school administration or conduct unbecoming a student in a Catholic school

The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at her discretion.

Academic penalties will not be used for disciplinary violations. Students will be allowed to make up work missed during a suspension.

CLASSROOM RULES AND CLASSROOM DISCIPLINE

Each teacher has devised a classroom management plan that supports the mission and philosophy of Immaculate Conception School. Teachers work with the students to make sure the rules are understood and the reasons for rules are taught. The classroom rules are posted.

In addition, each classroom teacher has an established Classroom Management Plan that lists consequences for failure to follow the rules. Teachers work with the students to determine acceptable consequences as well as rewards and recognition for appropriate behavior and use of the self-discipline skills.

The Classroom Management Plan for the child's classroom will be sent to the parents during the first week of school. Parents are asked to review these rules with their children, sign the form stating they have read and agree to comply with the Classroom Management Plan, and return it to school.

Serious or continuous violations of the Classroom Management Plan will be referred to the principal.

DETENTION

1. Detention will be served on the day scheduled by the homeroom teacher.
2. Detention will begin at 3:20 p.m. on the assigned day, allowing the student time to use the restroom and get a drink before reporting.
3. If the student fails to serve the detention on the assigned day, further consequences will be incurred. Only previously scheduled doctor or dentist appointments will excuse a student from serving a detention on the assigned day.
4. Detention consists of sitting quietly at a desk. No work, talking, or reading is allowed. If a student talks or is disruptive during detention, an additional day of detention may be given.

*DRUGS

If any student brings to school or has in his/her possession on the school grounds or at any school related function, during or after school hours, any illegal drug or alcohol, he/she will be suspended and is liable for expulsion. (4.30)

PORNOGRAPHY

If any student brings to school or has in his/her possession on the school grounds or at any school related function, during or after school hours, pornographic material, he/she will be suspended and is liable for expulsion.

*SMOKING

Smoking or the possession of smoking materials is not permitted on the school grounds or at any school-sponsored activities. Violation of this regulation will result in suspension and the possibility of expulsion. (5.34)

*SEARCH OF PROPERTIES

All property on the school campus, including but not limited to lockers, backpacks, purses, and technology devices, together with their contents, may be searched by authorized school personnel. Such action may also be taken when the principal has reason to believe that they contain certain illegal or forbidden substances or other items that would be harmful to others in the school community. (4.33)

Care of School Property

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who vandalize school property or equipment will be required to pay for the damage done or replace the item.

Inspection of Property

School authorities in the interest of maintenance, health, and safety may inspect school properties. The location of drugs, narcotics, alcohol, weapons, poisons, and missing properties is a matter relating to health and safety and may be regarded as a reasonable purpose for inspection by school personnel.

*HARASSMENT

Harassment is verbal or physical conduct toward an individual because of his or her race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, disability, marital status, political ideology, or that of his/her relatives, friends, or associates. The principal should be notified immediately and the student will be disciplined with a possible suspension or expulsion. (4.28)

Harassment is defined but not limited to the following:

1. verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, imitations or comments
2. visual contact such as derogatory and/or sexually orientated posters, photography, cartoons, drawings or gestures
3. physical contact such as assault, unwanted touching, blocking normal movements or interfering with work, study or play because of some sexual matter
4. threats and demands to submit to sexual requests for certain benefits
5. retaliation for having reported or threatened to report sexual harassment

*BULLYING

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. The principal should be notified immediately and the student will be disciplined with a possible suspension or expulsion. (4.27)

*CYBERBULLYING/SOCIAL MEDIA

Cyberbullying is cruelty to others through electronic means; it can be done through texting, email, instant messaging, chat rooms, or postings on social network sites. Immaculate Conception School will not tolerate harassment in any form whether conducted **on or off** campus. (3.28)

*HUMAN SEXUALITY POLICY

Immaculate Conception School has fully adopted the Diocese of Little Rock's *Human Sexuality Policy*. The diocesan human sexuality policy is a part of the diocesan *Manual of Policies and Regulations* for Catholic schools, and is located in subsection 4.42 of the section titled "4.0 Students." It can be viewed on the Catholic Schools Office website at: <http://www.dolr.org/schools/policy-manual>. (4.42)

*POSSESSION OF A WEAPON

The Catholic Schools of Arkansas have a no tolerance policy involving possession of weapons. The school's responsibility is the protection of all its students. The school takes this responsibility very seriously. Therefore, if a student brings a weapon to school or to a school function, or has a weapon on is/her person, the school will immediately expel the student. Parents are advised that the school will contact local police or appropriate authorities, and will note in the student's permanent record that he/she was expelled for possession of a weapon on school premises or at a school function. Possession includes, but is not necessarily limited to, having a weapon in a locker, book bag, purse, or vehicle. (4.29)

*THREAT OF VIOLENCE

All threats of violence will be taken seriously. If the school determines that a threat of violence has been directed toward particular students or staff and that the threat is credible, the administration will report the threat to the student and/or staff member threatened. The school will also report the threat to appropriate authorities. Students making such threats will be expelled. For purposes of this policy, credible means a reasonable belief or suspicion, determined at the sole discretion of school administration, that the threat was or might be genuine, or that the student was or might be capable of carrying out the threat. The student's permanent record will reflect the expulsion for making threats of violence. (4.26)

*SUSPENSION OF STUDENTS

Suspension from school will be a decision of the principal in consultation with the pastor. The principal, for serious reasons, may suspend students for a period of time not to exceed ten (10) days. This may be an in-school suspension. The principal will notify the student and the student's parents of the reason for the suspension, the length of the suspension, and the requirements for reinstatement. (4.31)

*EXPULSION OF STUDENTS

Expulsion of the student will be the decision of the principal in consultation with the pastor. Notification of this expulsion will be sent to the school board president. A written report to the parents will contain the information concerning the process of appeal. If parents wish to appeal the decision, they will contact the president of the school board who will arrange a hearing with an arbitration committee. (4.32)

*CORPORAL PUNISHMENT

Corporal punishment is contrary to diocesan policy and will not be used as a means of student control. Serious or continuous disciplinary problems will be referred to the principal and School Disciplinary Board, and parents will be notified of the infraction and of the disciplinary actions taken. If a student cannot be helped through these actions, the principal will follow the procedure for suspension and/or expulsion. (4.24)

*CHILD ABUSE LIABILITY

If any administrator, teacher, paraprofessional, custodian, or anyone in the employ of a Catholic school in Arkansas shall be named as the person responsible for child abuse or sexual abuse in a report to a county or state office of the Department of Human Services, he or she will be immediately suspended with pay until the investigation of the report is completed. (3.25)

*CHILD ABUSE REPORTING

Any employee of Immaculate Conception School having reason to believe that a child under the age of eighteen (18) years has had mental or physical injury or injuries inflicted upon him or her by other than accidental means, where the injury appears to have been caused as a result of abuse or neglect, shall report the matter promptly to the county SCAN (Suspected Child Abuse or Neglect) or Social Services Offices in the county wherein the suspected injury occurred. It shall be a misdemeanor for any person to knowingly and willfully fail to report any such incident promptly as provided above. (3.25)

*PREGNANCY

In keeping with our Catholic philosophy regarding respect for human life, the unmarried girl who becomes pregnant and the boy who causes her to become pregnant before they graduate from school will be treated with dignity, compassion, and concern for their feelings. Pregnancy is not a reason for dismissal from school. (4.40)

*COMPLAINTS

Any person feeling aggrieved concerning any matter connected with the school will contact the individual concerned before discussing it with others.

1. **CONTACT THE TEACHER**

If a person has a complaint about a teacher, the individual will go first to the teacher to seek a solution to the problem.

2. **CONTACT THE PRINCIPAL**

If the matter cannot be resolved satisfactorily, the person will contact the principal for an appointment.

3. **CONTACT THE PASTOR**

If the problem is still not resolved, the person will contact the pastor to discuss the matter.

4. **CONTACT THE SUPERINTENDENT**

If no solution is found to the problem, the matter will be referred to the superintendent.

DO NOT CONTACT THE SCHOOL BOARD

School board members are not to attempt to solve school problems but are to refer the aggrieved person to the above procedure. If a board member is approached, he/she will notify the principal.

*RIGHT TO APPEAL

If parents or guardians wish to appeal a decision of expulsion, or if a teacher wishes to appeal a decision of terminating a contract, they will contact the president of the school board and request a hearing with an arbitration committee. (4.32)

DAILY SCHOOL INFORMATION

DAILY SCHOOL SCHEDULE

The official school day begins at 8:00 a.m. and continues through 3:15 p.m. This schedule allows for a lunch period and recess periods. Children are to arrive at school between 7:30 and 7:55 a.m. and should be seated in the auditorium when school begins at 8:00 a.m.

	Lunch Schedule:	Recess Schedule:
Grades 1 & 2	11:05 – 11:35 a.m.	11:35 to 12:05 p.m.
Grades 3 & 4	11:40 – 12:10 p.m.	12:10 to 12:40 p.m.
Kindergarten	12:15 – 12:45 p.m.	01:00 to 01:30 p.m.
Grades 5 & 6	12:30 – 12:55 p.m.	12:55 to 1:20 p.m.

Students may not leave school grounds for lunch except by special permission by the teacher. This is a privilege granted as a reward earned by the student through the classroom discipline plan.

Arrangements should be made to have children picked up no later than 15 minutes after the 3:15 dismissal time. Please notify the school office if there is an emergency and you will be late. Students may not be in the building after this time unless requested by a teacher or participating in a supervised activity.

Students remaining after 3:30 pm will be placed in After School Care and parents will be billed accordingly.

*TARDINESS/EARLY OUT

Tardiness interferes with a child's progress in school and constitutes a disturbance for all members of the class. A child is considered tardy if he/she is not in the assigned area at the beginning of the school day (8:00 a.m.). (4.10)

If a child arrives late, the student is to go to the school office, and the student will receive an "admit to class" slip. Students attending a dental/doctor appointment and **presenting a written form** from the dentist/doctor upon arrival at school will be recorded tardy but **excused**. "**Early out**" refers to the removal of a student from school before the end of the school day (3:15 p.m.) for scheduled lessons, vacations, trips, etc. **An "early out" carries the same weight as a "tardy."** **Presenting a written form** verifying a doctor/dentist appointment will excuse the "early out."

A student will miss his/her lunch recess after three **unexcused** "tardies/early outs" are accumulated in a grading period. This will begin the day of the 4th unexcused tardy/early out continuing for each subsequent occurrence until the beginning of the next quarter. The tenth (10th) **unexcused** tardy **OR** early out in an academic quarter will result in an after-school detention.

Excessive unexcused tardiness or early departure may result in further penalties. A Family in Needs of Services petition may be made with the Juvenile Probation Department when any family exceeds 25 days of unexcused tardiness/early removal in a school year.

EMERGENCY SCHOOL CLOSING

The decision to close school temporarily due to an emergency such as an epidemic or defect in school operation rests with the principal and the pastor. In the case of inclement weather, Immaculate Conception School will usually follow the decision made by the Fort Smith Public Schools. Local television stations (Channels KFSM and 40/29) will carry emergency closing information live and on their websites. Notice of school closing will also be posted on the school's website, RenWeb, and a School Messenger notification will be sent to school families and staff.

CYBER DAYS

ANSAA, our accrediting association, has approved our school to take part in an inclement weather make-up process that will substitute for the on-site missed student/teacher days. In other words, "Cyber Days" will allow instructional plans to be completed by students while at home and schools will not be required to make up these days on the school campus.

- No more than five inclement weather make-up days can be used in one year.
- Lessons must be current and tied to curriculum standards.
- Internet interaction may be part of lesson plans. If a family does not have Internet, an alternate hard copy of the lesson will be substituted.
- Lessons will concentrate on the core curriculum of Religion, language arts, math, science, and social studies. Teachers of the same grade levels have synergized so that the lessons are consistent and appropriate.
- Suggested times for total amount of assignments are: K-1 for 1 ½ hours, 2-3 for 2 hours, and 4-6 for 3 hours.
- All assigned work will be evaluated by teachers.
- Teachers have discussed Cyber Days and lesson plans with their students.
- Students will have 5 school days after returning to school to turn in work to teachers. This is in case of power outages or other difficulties that would prevent students from accessing Internet sites, contacting teachers, or completing lessons. Students will be given time for teacher assistance, if needed, when school resumes.
- Teachers will be available to parents and students for assistance from 10:00 am- 2:00 pm via cell phone or email. Teachers' contact information is provided on Cyber Day lesson plans and in the Buzz Book.
- Cyber Day lessons can also be found on Ren Web. Parents will log-in to their account and go to "Resource Documents" to find "Cyber Day" instructions.

***ATTENDANCE AND ABSENTEEISM**

Every parent(s) and/or guardian(s) or other person residing in the State of Arkansas and having the custody or charge of any child or children between the ages of five (5) through seventeen (17) (both inclusive) will send such children to a public, private, or parochial school, or home school. (Ark. Code Ann. § 6-18-207) In cases of excessive absences, the principal will confer with the parent(s) and/or guardian(s). Generally, a student who has accumulated twenty-five (25) days of absences during the school year will be required to attend summer school to make up the work missed or to repeat the grade. (4.09)

The parent shall notify the school office by 9:00 a.m. if a child is absent. Parents may email the teacher and office in lieu of a telephone call. After 9:00 am, parents will be contacted by school staff if notification has not been made. Upon his/her return to school, the student is to bring a note to the homeroom teacher stating the reason for the absence. When a student has been absent from school for a total of ten days, the principal will arrange a conference with the parents in order to discuss the possible consequences of continued absences. Generally, a student who has accumulated twenty-five days of absence during the school year should repeat the grade.

Absences

Students must be present each day except when legitimately excused for illness, death in the immediate family, participation in school activities requiring absence, or because of an emergency situation reported by the parent prior to the absence. Absences, even with parental consent, for any reason other than those listed above are discouraged.

Vacations/Trips:

When requesting a student to be dismissed from school for any planned reason, parents are to submit a written request in advance to EACH of the child's teachers and the principal. Families are strongly discouraged from planning vacations during school times. Extended absences impede academic progress. NOTE: Teachers are not required to provide lessons and assignments in advance.

Make-up work

It is the responsibility of the student to ask for any make-up work incurred by an absence. Upon returning to school from an absence, a student is to ask his/her teachers for those assignments and tests that he/she needs to make up. For every day absent, a student shall have one school day to complete any missed work. For example: 1 day absent = 1 school day to complete assignments after the student returns; 5 days absent = 5 school days to complete assignments after the student returns.

In the event of an absence due to illness, parents can find assignments posted on RenWeb and may pick up materials for the day *after dismissal at 3:15 p.m.*

(Attendance/Absenteeism, continued)

Exceptions

- ◆ All missed work **must** be made up before the end of a grading period.
- ◆ If a test was assigned before the absence occurred, the student will be required to take the test within 1-2 days after returning to school or as deemed reasonable by the teacher.

TRUANCY

A student absent without the consent of a parent or guardian is truant. Students are also truant if they:

1. Leave school without checking out through the office
2. Are absent from a class without permission
3. Become ill and go home or stay in the rest room instead of reporting to the office

HEALTH SERVICES

Vision and hearing screenings are provided annually for all students in grades K, 1, 2 4 and 6 and transfer students. Parents or teachers may request screening for any student in any grade. The parents will be notified if the results indicate that additional tests are needed. Scoliosis screenings are conducted for all sixth grade girls. Referrals will be made if cause is found using Arkansas health guidelines.

A part-time school nurse is on staff.

ACCIDENT OR ILLNESS AT SCHOOL

The school nurse, teachers, office staff, or the principal will take care of minor accidents at school. If the accident indicates the need for medical care, the parent will be contacted and asked to take the child to the family physician. If the parent cannot be contacted, and the injury indicates the need for immediate medical care, the child will be taken to the emergency room of the hospital indicated on RenWeb. Serious illness will be treated the same way.

The dispensing of any type of medication (over-the-counter and prescription) is not encouraged at school. If a child must have medication during school hours, it will be administered through the school office. Immaculate Conception School requires written permission of both the parent and the student's primary care provider (MD, DDS, RNP, or PA). The label of a prescription medication is considered the PCP's written authorization. For non-prescription medications, the parent must provide signed permission by the student's PCP and medication must be provided by parent.

All medication must be brought to the school office in the original container** with a signed note from the parent stating the name of the medication, amount to be given, and times to administer. Medication administration forms are available in the school office and in the back of this manual.

** Pharmacies will give an additional labeled bottle for use at school upon request.

If a student becomes sick at school, a parent or other designated adult will be contacted to take the child home. No student will be permitted to go home alone. Students with a temperature of 100.0 degrees Fahrenheit or higher will be sent home. Students are to be kept home until fever free, without the aid of medication, for a 24 hour period.

*STUDENT ACCIDENT INSURANCE

All parents/guardians of students attending Immaculate Conception Catholic School are given the opportunity to purchase student accident insurance through the school. (4.37)

MEDICAL AND DENTAL APPOINTMENTS

You are requested to make doctor and dentist appointments after school hours so that they do not interfere with your child's work. We realize that at times it is difficult to schedule these appointments after school, but we do ask that you try.

If it is necessary for your child to leave school for such an appointment, a note should be sent to the office and to the teacher, and the child is required to make up any missed work. All notes are to be approved before school in the morning, and students must be signed out through the office.

Upon a student's return to school (whether that day or a subsequent day), a doctor/dentist visit form must be presented to the office.

*COMMUNICABLE DISEASES

Any student having or suspected of having a communicable disease as defined in the Arkansas Department of Health Rules and Regulations pertaining to communicable diseases, will be excluded from school for the period of time designated in these same policies. (4.36.2)

All children with infectious illnesses or conditions, such as pink eye, strep throat, head lice, etc. are required to be kept out of school until antibiotics or remedies have been administered for a 24 hour period.

All children with viral illnesses, vomiting, fever, etc. are required to be kept out of school for a 24 hour period after symptoms have ceased. Children who become ill at school are allowed to return to school 24 hours after the dismissal time.

- *Acquired Immune Deficiency Syndrome*

Decisions regarding the type of educational setting for the child who is infected with AIDS (HIV) virus will be based upon the behavior, neurological development, and physical condition of the child. The principal will decide the appropriate educational placement in conjunction with the pastor/administrator and the superintendent of schools, after reviewing the recommendation of the attending physician, in consultation with the public health personnel and the child's parent(s)/guardian(s). An additional aid regarding communicable diseases is the Arkansas Schools Infectious Disease Guidelines.

*IMMUNIZATION REQUIREMENTS

No student will be admitted to school unless he/she shows evidence of completing the required immunizations or provides the exemption letter issued by the State of Arkansas. (4.36.3)

The minimum requirements for entry into school are:

Kindergarten Requirements:

- at least four doses of Diphtheria/Tetanus/Acellular Pertussis (DTaP), Diphtheria/Tetanus/Pertussis (DTP), or Diphtheria/Tetanus (DT pediatric)
- at least three doses of polio vaccine, one dose after the age of four
- two doses of MMR (measles, mumps, and rubella) vaccine
- three doses of Hepatitis B vaccine
- two doses of Varicella (chickenpox) vaccine **without accepting history of disease in lieu of receiving Varicella vaccine.**

Exception: If a student has previously received two doses of measles, one dose of mumps, and one dose of rubella before August 1, 2009, the dose will be accepted as compliant to immunization requirements and two MMR are not required.

1st through 12th grade Requirements:

- at least three doses of Diphtheria/Tetanus/Acellular Pertussis (DTaP), Diphtheria/Tetanus/Pertussis (DTP), or Diphtheria/Tetanus (DT pediatric), Tetanus/Diphtheria (Td-adult) or Tetanus/Diphtheria/Acellular Pertussis (Tdap-adult)
- at least three doses of Polio, one dose after the age of four
- two doses of MMR (measles, mumps and rubella) vaccine
- and an appropriate series of Hepatitis B vaccine
- one dose of Varicella vaccine or history of Chicken Pox disease

Exception: If a student has previously received two doses of measles, one dose of mumps, and one dose of rubella before August 1, 2009, the doses will be accepted as compliant to immunization requirements and two MMRs are not required.

The only proof of immunization to be accepted by the school will be a certificate by a licensed physician or health department.

HEAD LICE

When a student is found to have head lice and/or nits (lice eggs), the parent(s) will be asked to keep the child at home until the student is free of lice and nits. Nit removal is essential to prevent re-infestation of the student and the infestation of others.

Siblings and close friends of the infested student will be checked by the teacher, school nurse or someone designated by the principal. Depending on the severity of the lice problem, the principal, in consultation with the school nurse, may decide it is necessary to check the entire classroom or group of classrooms.

The principal and/or school nurse shall notify parents of children in an affected classroom of the problem when three or more children in an affected classroom are found to be infested within any two week period. Otherwise notification shall be discretionary with the principal and/or school nurse.

Students returning to school after being sent home with an infestation will be checked for lice and nits by the principal, school nurse, or designated person prior to his/her return to class.

MEDICATION AT SCHOOL

Any student with a medically complex condition must have a medical plan signed by parent(s) and/or guardian(s) and a health care professional on file in the school office. All medication (prescription and nonprescription) must be administered through the school office. Medicine of any kind is not to be provided by the school.

- Any medication given to a student must have a written directive signed by the parent(s) and/or guardian(s). The written directive will include the name of the student, the name of the medicine, the date and the time(s) the medication is to be administered to the student, and the dosage. Each medication should be in a separate labeled container including the student's name and the time the medication should be given.
- Any medication brought to school will be stored in a designated place under control and supervision of appropriate school officials. The person administering the medication will document: the name of the student, the type of medicine, the date, the time it was administered, the dosage given, and who administered the medicine.
- Students may not share medication with other students.
- Prescription medication must be in the original medicine bottle with directions for administering the medication on the bottle.
- Students having the need for use of an EPI-Pen must have written documentation on file in the office from his/her physician stating the necessity for the student to have it with him/her at all times (4.36.1)

GENERAL INFORMATION

*UNIFORMS

All uniform pieces MUST be those approved by the administration of Immaculate Conception School. Uniform pieces must be purchased through the recognized agent for the school, Especially For You, 5700 Euper Lane, 452-4777. The only exceptions to this requirement are:

1. White knit shirts (boys and girls) and boy's white oxford shirts- NO LOGOS or EMBLEMS are permitted.
2. Socks
3. Belts

GIRLS

- Plaid uniform jumper, skirt, skort, or walk short (knee length)
- Khaki or navy pants
- Coordinating belt required, if shorts or pants have belt loops
- White or navy blue knit shirt with collar, long or short banded sleeve (must be worn tucked in)- NO LOGOS or EMBLEMS; NO TURTLENECKS
- Navy blue cardigan, white or navy sweatshirt with I.C. logo (available at Especially for You)
- Solid white or navy socks- NO LOGOS or EMBLEMS
- Coordinating shoes with closed toe. Sandals or backless shoes may not be worn with the uniform.
- Play shorts are to be worn under uniform skirts and jumpers.
- One earring in each ear on the lower lobe (no cartilage piercing) may be worn. No other body parts may be pierced. Only post earrings may be worn.
- Make-up may not be worn.

The uniform pant or white or navy tights/leggings may be worn under the uniform jumper or skirt during cold weather. Sweatpants may NOT be used for this purpose.

BOYS

- Khaki or navy pants or walk shorts
- White or navy blue knit shirt with collar, long or short banded sleeve (must be worn tucked in)- NO LOGOS or EMBLEMS; NO TURTLENECKS.
- White oxford shirt, short or long sleeved
- Solid white undershirts only with no pictures or words
- White or navy sweatshirt with I.C. logo (available at Especially for You)
- Solid white or navy socks- NO LOGOS or EMBLEMS
- Coordinating belt required, if shorts or pants have belt loops
- Coordinating shoes with closed toe; Sandals or backless shoes may not be worn with the uniform.
- Hair is to be neatly cut. Length of hair must be above the collar of the uniform shirt, above the eyebrows and above the ears of each male student.
- NO EARRINGS OF ANY KIND ARE ALLOWED FOR BOYS. No body parts may be pierced.

GENERAL INFORMATION CONCERNING DRESS:

- Free dress is not allowed on days when Mass is celebrated.
- Students must wear athletic shoes on Physical Education days.
- Hairstyle fads are not allowed for either girls or boys, including coloring or highlighting hair.
- Casual dress days/Free dress days should be in good taste. NO bicycle pants, spaghetti strap, short-shorts, Spandex-like shorts, or T-shirts with inappropriate wording or advertising are allowed.
- Each student is permitted a Free dress day on his/her birthday.

USED UNIFORMS are also available at school. Used uniform sales will be held periodically during the year.

PUPILS TAKEN FROM SCHOOL

A child may be taken from school only by a person who has the right to the child's custody, unless previous arrangements are made with the school by note or phone call. All parents/guardians are to check in at the office and sign the student check-in/out register. The principal or office staff will have the student released from the classroom. *Parents are not to go to the classroom to get their child unless directed by the office staff.*

*RIGHTS OF NON-CUSTODIAL PARENTS

Immaculate Conception School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. (5.36)

It is the policy of Immaculate Conception School and School Board to afford custodial and non-custodial parents the same access to their children and the same rights and responsibilities toward their children.

The non-custodial parent will be given access to any and all information with regard to their students' attendance and participation in Immaculate Conception School.

It is also the policy of Immaculate Conception School to allow the non-custodial parent court-prescribed access to his/her child during the school day for activities, lunch, and transportation to and from school. Any other arrangement is to be provided to the school principal with either a Court Order or an agreement signed by both parents.

Decisions on medical, dental, or psychological treatments and appointments will remain with the custodial parent unless the custody decree states differently or the custodial parent gives written permission.

*VISITORS

The public is always welcome at school. Visitors are to stop at the office so that the staff is aware of their presence in the building. Visitors are required to sign in and out on the visitor register and to wear a visitor badge during their stay. Interviews and tours of the school may be scheduled with the principal. (5.35)

CHANGE OF ADDRESS OR TELEPHONE NUMBER

Please report immediately and update on RenWeb a change of home address or telephone number OR place of employment and telephone number. (Changes may be made to RenWeb site by parents.)

MESSAGES AND TELEPHONE USE

If a parent needs to contact a child during the school day, the message should be **telephoned** or emailed to the school office staff or principal to be delivered to the student. These calls should be limited to emergency only. Try to give all necessary information to your child before school. Neither teachers nor students will be called to the telephone during school hours except in the case of an emergency. Messages from coaches, leaders, etc., regarding ball practices, scout meetings, etc. are to be given to the school office staff or the principal and will be announced at the end of the school day before dismissal.

Students are not to use the office telephone unless an emergency arises. In the case of illness, the school nurse, the school office staff, or the principal will contact a parent, guardian, or other designated adult to pick up the student. This directive regarding telephone use applies before and after school hours, during the lunch and recess periods, and during the school day.

CELL PHONES

Cell phones brought to school by students must be turned off and left in backpacks. Any phone that rings during the school day will be given to the principal and only returned to a parent or guardian. Staff will not use or answer cell phones during instructional time.

Arkansas State Law prohibits all motorists from using a mobile phone while in a school zone or passing a school building when children are present. Mobile phone use is also prohibited while driving through highway work zones while workers are present. The law prohibits both talking and texting while driving in those areas.

- All drivers are prohibited from text messaging. **Fine up to \$100.**
- Drivers under 18 may not use cell phones, regardless of whether a hands-free accessory is used. **Fine up to \$50.**

USE OF STUDENT INFORMATION

Each family will annually receive a school directory, *The Buzz Book*, which contains a listing of students, parents, home addresses, telephone numbers, and email addresses. Addresses of families will not be posted on the school website or referenced in print materials for reasons of safety and privacy.

*PHOTOGRAPH AND VIDEO CONSENT

For all students under the age of 18, parent(s) and/or guardian(s) are required to sign a consent form allowing photographs and videos of their child to be utilized in Diocesan websites and/or other publications. Photographs and videos of those students, without a consent form, will not be used on the website and in other publications. (4.34)

PRIVATE LESSONS

Students will not be excused during school hours for music or any other private lessons.

*POSSESSIONS BROUGHT TO SCHOOL

All items brought to school by a student should be marked with complete identification. If a child misplaces articles of clothing or books at school, it may be found in the LOST AND FOUND container in the auditorium.

Personal belongings should be brought to school only with the permission of the teacher. Articles such as or bearing resemblances to pocketknives, slingshots, firearms, etc. are NEVER to be brought to school. This includes any item that might be perceived as a weapon by a student or adult. (4.29)

A student should never bring more money than is necessary for lunch and/or other school fees or activities. All money should be sent in an envelope marked with the child's name, teacher's name, and the purpose or activity for which the money is intended.

EMERGENCY PROCEDURES

Crisis plans for emergency situations are posted in each room. Faculty and staff are educated on the plans each year during the August faculty meeting. Staff and students will practice fire drills on a monthly basis, tornado drills several times a year, and other crisis drills at various times throughout the school year.

Information in case of a crisis will be transmitted via television channels and their websites: KFSM (5), KHBS (7), RenWeb school website, and School Messenger.

In the case of the following emergencies, students will be placed in the following areas:

Fire	outside of school building
Tornado	basement of school building
Emergency requiring further relocation	I.C. Church parking lot or Bancorp South
Emergency requiring 2 miles or more relocation	Trinity Junior High

PLAYGROUND

To ensure safety and enjoyment we ask that students on the playground observe the following guidelines:

- play in the area assigned to their class
- show consideration for others using the same play area
- show respect for the teachers and parents on duty
- take care of all playground equipment
- follow playground procedures

Students shall go outside during recess and lunch periods when the weather permits. If, for health reasons, a child cannot go outside, a written note or email from the parent to this effect is required. Students are not to enter the building during the recess periods without the permission of the playground supervisors on duty.

In the case of minor injury, the student will be sent to the school office for treatment. If a serious injury occurs, the student will be taken to the office by the teacher or supervisor on duty and the office staff or teacher will contact a parent or other designated adult.

*FIELD TRIPS

Field trips are a privilege and not a right given to students.

Teachers are encouraged to arrange educational experiences outside the classroom. If a teacher plans a field trip for the class, notice will be sent home to the parent that must be signed giving permission for the child to participate in the field trip. Students will not be allowed to participate in a class or school field trip unless a permission form has been signed by a parent/guardian and returned to the homeroom teacher. Parents/guardians may fax the permission form (783-0510) or email a scanned permission form to sblentlinger@icschoolfs.org for their child to participate, but permission via telephone will NOT be accepted in lieu of written permission.

Often, school vans will be used, but at times parents are asked to help with transportation. All drivers must have liability insurance, complete a volunteer driver form, and VIRTUS training is required. Seat belts for all students are required. Children shall not ride in the front seat of vehicles with air bags unless height, weight, and/or age requirements are met. Vehicles transporting children for school-sponsored activities are requested to caravan to and from the specified destination. Adult chaperones are not allowed to make unscheduled stops for any reason unless an emergency arises. Parents must follow the requirements of the school and teacher in order to be a driver/chaperone for field trips.

Parents have the right to refuse to allow their child to participate in a field trip but must provide supervision for their child during the time classmates are not on the school campus. (5.41)

SCHOOL PARTIES

Two parties involving the use of school time are held each year. These parties are on school grounds and are scheduled with the classroom teacher.

BIRTHDAYS

A student receives a Free Dress Day on his/her birthday and may bring cupcakes, cookies, or a small snack on the day of his/her birthday. Students with summer birthdays should make arrangements with the homeroom teacher to celebrate the birthday when school is in session. Birthday free dress is NOT allowed on days when Mass is celebrated.

INVITATIONS

Invitations to parties may be distributed at school or school-sponsored activities only if every child in the classroom is invited.

BIRTHDAY BOOKS

A book in honor of the child's birthday may be purchased from the librarian. Birthday books will be presented on the child's birthday during morning assembly.

FLOWERS OR BALLOONS DELIVERED TO SCHOOL

Students are not allowed to receive balloons, flowers, gifts, or candy delivered to school. If a delivery is made for a student, the school office staff will request that the item be sent to the student's home address.

GENERAL POLICIES FOR PARTICIPATION IN SCHOOL-SPONSORED SPORTS

- 1)* All students who participate in extra-curricular school activities must be in regular FULL DAY attendance on the day the activity is scheduled. If a child is absent from school or leaves school sick, he/she may NOT practice or play in a game scheduled for that day.
- A student will be considered tardy and not absent if he/she arrives at school no later than 8:30 a.m.
 - Students may be absent for a brief time during a game day due to a previously scheduled doctor/dental appointment but must present the principal with the doctor/dental excuse form upon arrival at school.
- 2)* Participants in extra-curricular sports activities must have a "C" (2.0) academic average at the end of each quarter in order to be eligible to participate in activities next quarter. If a student is ineligible at the end of a grading period, eligibility may be re-evaluated at mid-quarter. If a student does not have a "C" average at the end of the fourth quarter, he/she will not be eligible to participate during the first quarter of the following year. The following values are used in computing grade point:
- | | | | | | | | |
|----|-----|----|-----|----|-----|----|-----|
| A | 4.0 | B+ | 3.4 | C+ | 2.4 | D+ | 1.4 |
| A- | 3.7 | B | 3.0 | C | 2.0 | D | 1.0 |
| | | B- | 2.7 | C- | 1.7 | D- | 0.7 |
| | | | | | | F | 0.0 |
- 3) Participants in extra-curricular activities must maintain a C+ or above conduct grade.
- 4)* Participants must set a good example of sportsmanship at the games, as well as at school, by showing respect for school rules, teachers, sponsors, coaches, game officials, other students, and property.
- 5)* All practices and meetings must be called by the sponsor or coach and supervised by the coach, sponsor, or an appointed adult. All practices and meetings must meet the approval of the school administration.
- 6) Any student who receives an in-school or out-of-school suspension will be benched for the following game.
- 7) All students and parents are required to read the Immaculate Conception Catholic School Athletic Policies and sign the agreement form before a student is allowed to participate in the athletic program.

STUDENT ACTIVITIES AND ORGANIZATIONS

Participation in any of the following activities is voluntary. They are offered as aids in helping the student to grow in the love of God and neighbor, to acquire social stability, to develop skills, and to develop Christian attitudes. Such activities should be correlated with the courses of study and directed to the same general objectives.

Below is a listing of the activities and organizations available to the students. Information will be given during the appropriate times of the school year.

- | | |
|---|-----------------------------|
| + Altar Servers | + Cheer |
| + Scouts | + Football |
| + Baseball/Softball (for boys and girls K-6) | |
| - School Choir (grades 4-6) | - BOB (Battle of the Books) |
| - Basketball (3 rd – 6 th grade girls and boys) | - Student Lighthouse Team |
| - Quiz Bowl | |

(+ denotes a parish sponsored activity not under the guidance or authority of the school.)

Meetings and/or activities shall in no way interfere with the regular school schedule.

*SOCIAL ACTIVITIES

School-sponsored social activities will be held in the school gymnasium, St. Anne's Hall, or William E. Galvin Parish Center under the supervision of faculty members and with the approval of the pastor and principal. School social affairs will be closed events that are restricted to students of the Immaculate Conception School. No one will be permitted to leave until the function is over without the written permission of the parent and chaperones on duty. (4.38)

ORGANIZATIONS

*PARENT/TEACHER ORGANIZATION

Immaculate Conception School will have an active Parent/Teacher Organization (PTO) to ensure an effective working relationship between the home and the school and to provide parents the opportunity to exercise their roles as partners in educating their children. It is highly recommended that the Parent/Teacher Organization join the NCEA organization for parents, the National Forum of Catholic Parent Organizations. (5.14)

The Immaculate Conception Parent/Teacher Organization will meet 3 times each year. Notice will be sent home to inform parents of the date, time of the meeting and the topic to be discussed or event scheduled. Parents of children in school are automatically members. Dues of \$10.00 per family are included on the student book bill.

Parents and teachers are urged to attend Parent/Teacher Organization meetings, as they are a means of keeping the doors of communication open between the home and the school.

PTO Officers for 2016-2017 are:

President	Sara Lane
President-elect	Gwen Hahn
Secretary	Alicia Manjarrez
Treasurer	Kristen Lipe

*VOLUNTEER PROGRAM

The volunteer program is under the direction of the PTO and the principal. It is a program for parents to become more involved in school activities and the education of their children. It is devoted to helping the children in our school. Volunteers are involved in activities such as helping the teacher with projects, working with individual students in need of special help in particular subjects, supervising recess, clerical work, etc. The only requirement is the LOVE OF CHILDREN. (5.14)

All volunteers and staff who have the opportunity for individual contact with children must attend the VIRTUS, Protecting God's Children, training. This program provides adults with the tools needed to gain awareness of child sexual abuse and to identify the traits of an abuser. The three-hour training sessions are offered through the school and the reading of monthly bulletins is required.

Volunteers are required to check in and out through the school office, sign the volunteer register, and wear a volunteer badge. Voluntarism is important in determining adequate use of Time, Talent, and Treasure. Each month, a volunteer report form is included in the Tuesday folder. The form is to be completed and returned to school. The form is kept on file to validate T, T, and T. **Each family is required to volunteer a minimum of 15 hours per year in addition to required Festival booth shifts.**

FUNDRAISERS

The primary fundraisers sponsored by the PTO are pie sales in the fall and a spaghetti dinner in February. Parents are expected to support and participate in these fundraisers through the use of their time, talents, and treasure.

The Immaculate Conception Spring Festival is the major fundraiser for our school. **All families are REQUIRED to commit one work shift to EACH of their children's homeroom booths.** This obligation must be scheduled before other booth commitments. Through this parental involvement, approximately \$350.00 income per student is provided by Festival profits each year.

*SCHOOL BOARD

The Immaculate Conception School will have a local school board in accordance with the regulations adopted by the Diocesan Board of Education. (1.07)

According to the Code of Canon Law, diocesan school boards are consultative. Actions of the school board become effective only upon the approval of the pastor. Responsibilities of the school board include developing and adopting policies that are compatible with diocesan policies, assisting the pastor and principal in formulating the annual budget and determining sources of funding it, and representing the constituency of the school.

The board will consist of no fewer than five (5) and no more than nine (9) voting members. Membership on the board will be for a term of three (3) years with the provision made for replacement on a staggered basis.

Nominations for school board vacancies are made each spring and appointments are made after the nomination period. Membership of the board consists of active parishioners with or without children in school and a non-parish representative.

School board meetings are generally scheduled each month during the school year. Some board meetings are open to non-members. Items to be put on the agenda must be presented to the president or principal in advance of the agenda meeting which is held at least seven (7) days prior to a scheduled board meeting date.

The school board reserves the right to amend policies during the school year.

The principal is an ex-officio members of the school board. The pastor is a voting member of the school board.

IMMACULATE CONCEPTION SCHOOL ENDOWMENT BOARD

The trustees of the Immaculate Conception School Endowment Fund are charged with the responsibility to oversee the management, investment, and the distribution of funds in the Endowment Trust. There are six trustees of the Fund who serve staggered five-year terms. Current trustees as of 1/1/2016 are: John Cooley (2016), Janice Donabauer (2017), Trey Jackson (2019), Ken Rossi (2019), Drew Harmon (2021) and Father John Antony (permanent trustee). A financial planner serves as an advisor to the Endowment Fund.

The purpose of the trust fund is to provide a supplemental long-range source of funding for the school. Earnings from the corpus may be used to address the immediate, specific needs of the school. The funds of the Immaculate Conception School Endowment Fund are divided into two categories: (1) Unrestricted Funds, and (2) Restricted Funds, with each category having its own investment and distribution goals and policies.

Donations may be made to Immaculate Conception School Endowment Fund. For further information contact the school principal, 783-6798, or the pastor, 783-7963.

IMMACULATE CONCEPTION SCHOOL ADVANCEMENT PROGRAM

Advancement is a process that occurs over time. It is a continual, long-term effort that by definition never ends. At Immaculate Conception School, advancement is the meaningful involvement of people with a mission and vision for the future. It involves the cultivation and motivation of people to become passionately involved in support of our school's mission.

The advancement program strives to promote the image of Immaculate Conception School as a community dedicated to providing a Catholic environment of spiritual growth and academic success by developing a plan for marketing, public relations, student recruitment, alumni relations, fundraising, etc. The program will initiate and coordinate long-range planning with the principal, school board, and PTO board.

Annual Fund

The Annual Fund is a function of the Advancement Program and the major yearly appeal at Immaculate Conception School. Everyone's participation is necessary as the donations received are crucial to the financial stability of the school. Funds secured will be used for salaries, professional development for faculty and staff, building improvements, technology and other necessary items. The goal for the 2016- 2017 school year is \$100,000. All donations are 100% tax deductible.

THE ED SEITER ASSISTANCE FUND

The *Ed Seiter* Assistance Fund was established by the Immaculate Conception Parish Men's Club for the purpose of helping school families that experience unexpected financial hardships. Donations from organizations and individuals and memorial contributions are the primary source of monies for this fund. Use of the funds are at the discretion of the pastor and principal.

SCHOOL PROGRAMS, SERVICES, AND FEES
2016-2017

FACTS

Automatic bank draft is required for the payment of monthly tuition and other school related fees such as ASC, cafeteria, van usage, etc. Several options of dates will be given for the automatic drafting of either a checking or savings account. **Automatic bank draft for church contributions is recommended.**

REGISTRATION FEES

Each child is assessed a \$125.00 registration fee. This applies to all new and returning students. This is a non-refundable fee except in the event that Immaculate Conception School is unable to place the child.

TUITION

Immaculate Conception School is a ministry of Immaculate Conception Parish. Every member of the parish is expected to make his sacrificial offering of time, talent, and treasure. Please keep in mind that the cost of operating our parish school is approximately \$7,500.00 per child per year.

TUITION POLICY

Tuition covers only a portion of the cost of education the children at I.C. School. It is the generosity of the parishioners of I.C. Church that enables us to offer the current tuition schedule. This schedule is divided into the following categories: Level I, Level II and Level III. Tuition status will be reviewed before registration each year.

Level I rate will apply to those who meet the following criteria:

- A. At least one parent/guardian is a registered member of I.C. Parish.
- B. Each child at I.C. School has received Catholic sacraments appropriate to level of maturity, i.e., Catholic Baptism, Sacraments of First Reconciliation/First Communion, if appropriate.
- C. At least one parent/guardian and child attend Mass regularly at I.C. and participate in parish and/or school activities in a verifiable manner.
- D. At least one parent/guardian supports I.C. Parish through regular, identifiable financial contributions to the offertory collection based on their financial capability.

Forms for each family will be presented to the pastor who will determine if the above criteria have been met. The pastor may make inquiries, as he deems necessary or appropriate, in making his determination. Only the pastor shall be authorized to sign the form and affix the parish seal to approve tuition status. Review and/or reconsideration of the determination may be made at any time deemed appropriate by the pastor.

Level II rate will apply to a parent/guardian who is a member of I.C. Parish but fails to meet one or more of the criteria for Level I status.

Level III rate will apply to all others.

A minimum of 15 volunteer hours per year in addition to Spring Festival shifts is required at all levels.

Non-parish families (Catholic and non-Catholic) may apply for a tuition reduction if they have been in Immaculate Conception School two years or more and have no less than 40 verifiable volunteer hours for the latest school year. Accounts must be current to be eligible for discount.

RATE SCHEDULE

It is through the generosity of the parishioners of Immaculate Conception Parish that we can offer the following tuition rates for 2016-2017 for grades K-6.

Ten Month Schedule (August 2016-May 2017)

# of children	Parish Level I (per month)	Parish Level II (per month)	Non Parish Level III (per month)	Non Parish- D5 Level III (per month)
1	\$381.00	\$584.00	\$702.00	\$669.00
2	\$675.00	\$1,138.00	\$1,369.00	\$1,311.00
3	\$925.00	\$1,665.00	\$2,002.00	\$1,905.00
4	\$1,130.00	\$2,063.00	\$2,480.00	\$2,259.00

Adjustments in tuition fees will be made for families registering children after the academic year has begun. Appropriate refunds will be made for families who withdraw a student before the end of the academic year if payment was made in advance. Tuition rates or refunds will be calculated by the number of days attended and cost per school day.

Tuition assistance is provided by Immaculate Conception Parish. Applications for financial aid are available in the school office for active parish members who are unable to meet this obligation. Financial disclosure is required. Families must contribute twenty (20) verifiable volunteer hours to be eligible for assistance.

Level III non-parish families (Catholic and non-Catholic) may apply for a tuition reduction (D5 in above table) if they have been in Immaculate Conception School two years or more and have no less than 40 verifiable volunteer hours for the latest school year. Accounts must be current to be eligible for discount.

TUITION PAYMENT POLICY

1. Tuition is paid on an annual, semester, or monthly basis and must be made using **FACTS**.
2. Monthly tuition is due August through May.
3. Possible resolutions to non-payment of tuition may include: establishment of a payment plan to resolve the debt within 3 months, changing a parish tuition rate to a non-parish tuition rate, reviewing the family's eligibility for financial assistance, discontinuing cafeteria and/or ASC usage, use of a collection agency, reporting the bad debt to the credit bureau, or removing the student(s) from enrollment at I.C. School.
4. If tuition and fee balances are not paid by June 30th, the school board reserves the right not to re-admit your child for the next school year.
5. Do not allow your fees to accumulate from month to month. You must contact the principal for consideration of unexpected circumstances. The school depends upon your timely payment of fees.

***LUNCH**

All students have lunch in the school cafeteria. Students may either bring their lunch or may eat the lunch prepared in the cafeteria. For lunch schedules, please refer to p.18.

Student lunch fees will be billed at the end of each month. Cafeteria fees are DUE as stated on **FACTS** invoices. Delinquent accounts will be referred to the School Board.

Parents may join their child for lunch in the school cafeteria, but advance notice is requested. Please call the cafeteria at 783-0889 to make your reservation. Cost for adult lunch is \$4.00 and should be paid in the cafeteria at the time of the visit.

Parents are not allowed to bring lunches from fast food restaurants to school for their children and are encouraged not to bring homemade lunches after the school day has begun.

Students may not leave the school grounds for lunch except by special permission by the teacher. This is granted as a reward earned by the student through the classroom discipline plan.

The Arkansas Board of Health approves the hot lunch program of the Immaculate Conception School. Because the school qualifies for government assistance, the cafeteria manager is able to keep the cost of lunch to a minimum. Our school participates in the National School Lunch program. Families are eligible to apply for free and reduced lunches. Approval is based on family income. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, write USDA, Director; Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call 202-720-5964 (voice and TDD). USDA is an equal opportunity provider and employer. Application forms are available in the summer packet and by request in the school office. Students who purchase the school lunch also receive a carton of milk with their lunch. Children who bring their lunch to school may purchase milk in the cafeteria.

Cost of lunch:	\$3.00 per meal and includes 1 carton milk *(whether or NOT child drinks milk)
Cost of milk:	\$.50 per carton

MILK FEES

In grades K-2, a short milk break is provided once during the day. This fee will appear on your **FACTS** statement in the summer packet. Please notify the school office if your child will not participate in the afternoon milk break for grades 1 and 2 and the charge will be removed. Annual fee for kindergarten students is \$33.00 and for grades 1 and 2 is \$66.00.

AFTER SCHOOL CARE

The AFTER SCHOOL PROGRAM (ASC) is provided for students from 3:15 to 5:30 p.m., Monday through Friday. Children in ASC enjoy a snack and supervised play activities.

These services are provided to parents and guardians and are under the direction of qualified personnel. The telephone number for After School Care is 785-7969.

The fee is \$6.00 per day for each child. [PLEASE NOTE: A \$5.00 fee will be charged for every minute after 5:30 p.m. that a child remains in ASC waiting for pick-up.] ASC fees will be billed at the end of each month on the **FACTS** statement, and are DUE as stated. Delinquent accounts will be referred to the School Board.

Suspension of ASC privileges will occur for any family whose account is sixty (60) days in arrears. Parents will be required to pick up their children from school at 3:15 p.m.

There is no After School Care when school is not in session.

BOOKS

A book fee explanation for the upcoming school year will be emailed to parents in August. This \$330 fee covers the purchase of new textbooks, workbooks, supplementary materials and supplies, and other related fees. Full payment is due in November. Payment arrangements can be made with the Parish Business Manager, if needed. The book fee is non-refundable in the event a student is withdrawn from Immaculate Conception School during the academic year.

Students are required to have all hard-back books *covered* and to take *proper care* of their books.

SUMMER CARE PROGRAM

The purpose of Immaculate Conception School's Summer Program is to provide quality childcare for children ages 5-12 through the summer months. The program operates from 7:30 a.m. to 5:30 p.m., Monday through Friday.

The children participate in a variety of activities such as swimming, golf, tennis, bowling, and skating as well as recreational activities on the school campus. A brochure is available for more information.

There is a \$60.00 registration fee. Activity fees are calculated according to costs each spring. Weekly fee is \$100.00 per week for full-time attendance and \$25.00 per day for 1-3 days per week.

**Immaculate Conception School
2016- 2017 School Calendar**

July

14 (Thurs) 10:00 am- 4:00 pm; I.C. School Uniform Try-on Day
 19 (Tues) 10:00 am- 4:00 pm; I.C. School Uniform Try-on Day
 30 (Sat) 8:00 am-12:00 pm Used- Uniform Sale/school cafeteria

August

6 (Sat) 9:00 am- 4:00 pm; Tax-free weekend at *Epecially for You*
 7 (Sun) 12:00- 4:00 pm; Tax-free weekend at *Epecially for You*
 8 (Mon) Staff reports for Professional Development
 11 (Thurs) 5:30- 6:30 pm; Open classrooms for preschool and K-6 visits
 6:30 pm; PTO meeting/ required for one parent/babysitting provided
 12 (Fri) Faculty Welcome Luncheon by PTO
 14 (Sun) 1:30 pm; Orientation for new parents and students
 15 (Mon) 8:00 am- 3:15 pm; Students report/ ASC until 5:30 pm
 24 (Wed) Individual student pictures (preschool- 6th grade); no uniforms required
 26 (Fri) 7:30- 9:30 pm; "Back-to-School" Spirit Night @ Parrot Island

September

1 (Thurs) Fifth Grade Vocations Day/Subiaco
 5 (Mon) Labor Day- No School
 13 (Tues) First Quarter Midterms
 23 (Fri) Arkansas Catholic Schools' Professional Day- No School
 25 (Sun) I.C. Parish Picnic/PTO Fall Social

October

3 (Mon) Retakes for individual student pictures
 9 (Sun) 11:00 am- 1:30 pm; Fajita Dinner- cafeteria/ Open House/
 Book Fair
 14 (Fri) End of First Quarter (43 days)
 Treat Day; 6th grade students bring treats
 17 (Mon) Catholic Schools' Communal Rosary at Convention Center
 18& 20 (Tues/Thurs) 1:30pm; Early Dismissal
 2:00-5:30pm; P/T Conferences
 26 (Wed) Flu Clinic

November

8 (Tues) 6:30 pm; PTO Meeting; All Saints' Day program presented
 by kindergarten students
 5- 6 (Sat/Sun) I.C. Ladies' Auxiliary Bazaar
 11 (Fri) 8:00 am; Veterans Day program presented by second grade
 students
 15 (Tues) Second Quarter Midterms
 23- 25 (Wed-Fri) Thanksgiving Holidays- No School

December

2 (Fri) I.C. Ladies' Auxiliary Children's Bazaar/Treat Day- 3rd
 grade brings the treats
 16 (Fri) 1:30 pm Christmas Vacation begins; early dismissal
 End of second quarter (42 days)
 24 (Sat) 4:00 pm; Children's Christmas Pageant and Mass at I.C. Church

January

- 3 (Tues) Classes resume
- 16 (Mon) Martin Luther King, Jr. Day- no school
- Jan. 29-Feb 3 (Sun-Fri) Catholic Schools Week (CSW)
- 29 (Sun) 10:00 am; CSW Kick-off with Mass at followed by Brunch and 4th Annual Art Show
- 12:30- 2:00 Open House for Prospective Families for 2017- 2018
- 30 (Mon) Grandparents' Day

February

- 1 (Wed) CSW Spirit Night
- 2 (Thurs) CSW Blood Drive; Faculty Luncheon by PTO
- 3 (Fri) CSW Student Appreciation Day
- 4 (Sat) 10:00 am; First Reconciliation
- 6 (Mon) Prepare Spaghetti Dinner rolls
- 7 (Tues) Third Quarter Midterms
- 12 (Sun) 6:30 pm; Father/Daughter dance
- 13 (Mon) Prepare Spaghetti Dinner rolls (additional day, if needed)
- 15 (Wed) Class pictures for preschool- 6th grade
- 20 (Mon) Presidents' Day- No School
- 26 (Sun) 47th Annual PTO Spaghetti Dinner
- 28 (Tues) Mardi Gras Treat Day; 2nd grade students bring treats

March

- 1 (Wed) 10:00 am; Ash Wednesday Mass
- 10 (Fri) End of Third Quarter (47 days)
- 14&16 (Tue/Thurs) 1:30 pm- Early Dismissal/2:00- 5:30 pm- Parent/Teacher Conferences
- 20-24 (Mon-Fri) Spring Break

April

- 6-7 (Thurs & Fri) Prepare Cinnamon Rolls
- 8 (Sat) 9:00- 1:00 pm; First Communion Retreat
- 8- 9 (Sat- Sun) Cinnamon Roll Sales after Masses
- 3- 13 (Mon-Thurs) Standardized testing
- 14 (Fri) Good Friday- no school
- 17 (Mon) Easter Monday- no school
- 18 (Tues) 6:30 pm; PTO Meeting/ American Heritage program by first grades
- 19 (Wed) BOB competition for Fort Smith Catholic Schools @ I.C. Parish Center
- Fourth Quarter Midterms
- 21 (Fri) Treat Day- kindergarten students bring treats

May

- 5- 6 (Fri-Sat) Spring Festival
- 9 (Tues) State-wide BOB competition in Conway
- 13 (Sat) 10:00 am and 1:00 pm; First Communion Masses
- 24 (Wed) 6:30 pm; Sixth grade graduation and reception
- 27 (Fri) End of Fourth Quarter- final student day; dismissal @ 1:30 (48 days)

This calendar includes 180 days; 178 student/teacher days and 2 snow days.

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IMMACULATE CONCEPTION SCHOOL
STATEMENT OF RESPONSIBILITY 2016-2017

To: Parents and Students

All policies and regulations published in the Immaculate Conception School Policy Manual are subject to the guidelines and policies of the Diocese of Little Rock. A copy of the Diocesan Policies is available for your use in the school office.

The administration of Immaculate Conception School retains the right to amend the policy manual for just cause and parents will be given prompt notification if changes are made.

Please read the Policy Manual thoroughly and talk with your child(ren) concerning its contents. One or both parents and all students are asked to sign below after reading and return this form to school by Friday, September 2, 2016.

We have read and agree to be governed by the policies and guidelines set forth in the Immaculate Conception School Policy Manual for 2016-2017.

Please print last name (s): _____

Parents and students please sign below:

PHOTOGRAPH AND VIDEO CONSENT FORM

From time to time, pictures and videos may be taken of school events and gatherings. We would like to be able to use these photographs and videos for flyers, parish and school publications, I.C. School website and I.C. School Social Media sites. Students **will not** be identified by name.

Written consent of both the student and parent/guardian is required.

I/We the parent(s) of the student(s) listed below, authorize and give full consent to Immaculate Conception School to publish any photograph or video in which the student(s) appear(s) while participating in any program associated with Immaculate Conception School ministry.

Please print last name _____

Parents and Students please sign below:

